



<p align="center"><b>Policy Title</b> Military Leave</p>	<p align="center"><b>Original Adoption Date</b> 2/20/91</p>	<p align="center"><b>Policy Number</b> HR-310</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Vice President of Administration</p>	
<p align="center"><b>Policy Statement</b></p> <p><u>National Guard or Military Reserve Services</u></p> <p>Guard members or reservists may be required to serve two or more weeks of training during the year. Staff members will be governed by the leave-without-pay provision of college policy. However, if vacation is available, it may be used during the military training time to continue compensation. All other benefits will continue as if the staff member is actively at work.</p> <p><u>Active Military Leave</u></p> <p>The college recognizes that staff members in the National Guard or United States Military Reserve or those who enlist or are drafted or are recalled to extended military service during a war or national emergency may be required, on short notice, to report to active duty. Upon such notice to the Human Resources Department, the college shall grant a leave of absence in accordance with the provisions of federal law, state law, and board policy. The leave of absence will be without pay and benefits except where the college may extend either for a period of time.</p> <p>The college will continue to pay the employer share of health, dental, and life; the employee will be responsible for the employee portion (if applicable) for three months as if the staff member is actively working. Benefits may be extended beyond three months at the discretion of the college. Upon expiration of the three months, continuation rights under COBRA are available for health, dental, and life, if applicable. A group life insurance conversion option is available for dependent coverage. Full premium payments for insurances become the COBRA participant's responsibility.</p> <p>Group long-term disability insurance, if applicable, ceases on the last active workday of the staff member prior to activation.</p> <p>Military leave is creditable service under the Wisconsin Retirement System. See WRS manual, Chapter 22 for specific reporting instructions.</p> <p>PLOA leave benefits are not applicable during the unpaid leave of absence and will not accrue. However, any balances of sick leave and vacation at the time of the leave without pay will be reinstated upon the staff member's returning to work.</p> <p>Those called to active duty during a war or national emergency have the right to return to a job of similar status and pay upon returning from duty. Reservists must contact Human Resources for reemployment within 31 days of leaving active duty. Where extended service applies, a reservist has up to 90 days to make application for reemployment. Reservists must provide evidence of completion of military obligation to be eligible for reinstatement to their prior position.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>The college recognizes that staff members may choose to belong to the Wisconsin National Guard or</p>		



United States Military Reserve Unit. This policy establishes provisions to allow for their training and/or active duty service in accordance with federal law.

**Historical Data, Cross References and Legal Review**

**Created/Adopted:** February 20, 1991

**Reviewed/Revised:** 5/19/93; 03/13/03; 1/21/13; 7/1/14; 7/25/16; 8/29/17; 8/21/19

**Legal Reference:** Uniformed Services Employment & Reemployment Rights Act (USERRA)

**Cross Reference:**

**Legal Counsel Review and Approval:** N/A

**Board Policy:** III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits

**Definitions**